



**TOWN OF WESTFORD  
ZONING BOARD OF APPEALS**

55 Main Street  
Westford, Massachusetts 01886  
TEL (978) 692-5524 FAX (978) 399-2558

**Application Package**

Special Permits, Variances, Use Variances and  
Administrative Appeals (Appeals of the Building Inspector's Decisions)

To determine if you must petition the **Westford** Zoning Board of Appeals:

- Refer to the Town of Westford Zoning Bylaws
- Inquire at the Permitting Office (2<sup>nd</sup> floor Town Hall)
- Consult an Attorney

Please note that it is not appropriate for any members of the Board to review the specific details of your situation outside of the Public Hearing.

In order to fulfill the requirements of MGL Ch. 40A, applications must be submitted, in completion no later than 12:00 noon four weeks prior to the scheduled hearing date. Hearings are usually held on the third Wednesday of the month.

The Applicant or applicant's Representative is required to attend all Public Hearings. If the applicant or applicant's representative is not present at a hearing the Board will either continue the hearing or, in order to avoid a constructive grant, deny the application.

The following is required by the Board of Appeals when you submit a petition in accordance with MGL Ch. 40A and the Town of Westford Zoning Bylaws.

**Make thirteen (13) individual packets up of the following information:**

1. Thirteen (13) copies of the completed Board of Appeals application form.
2. Application form(s) stamped by Town Clerk. (Once assembled into 13 individual packets)

3. Thirteen (13) copies of the Assessor's Property Record Card (may be obtained from the Assessor's Office).
4. Thirteen (13) copies of a recent (no later than 3 months old) Certified Abutters List from the Assessor's Office (Please allow 10 days for request to be compiled).
5. Two (2) sets of mailing labels for each name on the Certified Abutter's List (Available from the Assessor's Office for an additional cost).
6. Thirteen (13) copies of the Deed. If the petitioner is not the owner, he/she must provide to the Board a copy of the Purchase and Sale Agreement or any other documentation, which entitles him/her to have standing.
7. Thirteen (13) sets of four (4) current photographs of the premises. Include a photograph of the front, the rear and the sides. Additional views may be submitted.
8. Thirteen (13) copies of a Plot Plan indicating the following:
  - Address, square footage of the lot, and zoning district in which property is located
  - Names of abutting streets
  - All existing structures on the lot with relevant setbacks from the affected lot lines
  - Dimensions of the proposed addition or structure including bay windows and chimneys and all relevant setbacks
  - Existing and proposed square footage of all structures on lot
  - Driveways
  - Side-facing garages, location of garage doors, and relevant setbacks
  - Location of all structures on immediately abutting lots
  - All easements, streams and/or wetland areas
  - Location of wells, if applicable, and septic
  - Existing and proposed percentage of lot coverage
  - Existing and proposed maximum building coverage expressed in square feet

9. Thirteen (13) copies of all construction plans, which shall include the following:
- Name of designer
  - Date of plan design
  - Name and address of applicant
  - Existing and proposed floor plans for all floors affected by the proposed structure.
  - Existing and proposed elevation drawings of all sides of the structure affected by the proposed structure
  - Plans shall be no larger than 11" by 17"
10. If this is an application for a Continuance, Expansion, or Re-establishment of a non-conforming use, the information you provide describing the basis for your petition should include:
- How the property is presently used.
  - How the property will be enlarged or changed to a specific new use.
  - Evidence that the premises, or non-conforming use of the premises, existed at the time of the original adoption of the Zoning By-Law.
11. If this is a petition for a Variance from the terms of the Zoning By-Law, the information you provide describing the basis of your Petition should include:
- How soil conditions, shape or topography of the lot affect your land or structure but not the rest of the zoning district.
  - How a literal enforcement of the Zoning By-Laws would involve substantial hardship, financial or otherwise.
  - How your Petition may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent of the Zoning By-Law.
12. Filing Fee:
- Variance - \$200
  - Special Permit - \$200
  - Administrative Appeal - \$200
  - All petitions require a fee of \$4.43 x the number of abutters as shown on the Certified Abutter's List, to be paid in a separate check made out to the Town of Westford. (The Notice of Public Hearing gets mailed out Certified and the Decision is mailed 1<sup>st</sup> class)

13. You may include any additional exhibits or information you feel may be helpful to your Petition. The Board may request additional information at the time of the public hearing.

14. All parties filing the Petition or their attorney must sign the Petition.

**15. Third Party Billing Form**

**16. DIGITAL COPY OF ENTIRE FILING**



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**Special Permit**

Date: \_\_\_\_\_

Pursuant to the provisions of Section \_\_\_\_\_ and Section 9.3 of the Zoning Bylaw, the undersigned hereby makes application for a Special Permit for the premises located at \_\_\_\_\_ in the following respect \_\_\_\_\_

Said premises are located within a \_\_\_\_\_ District, a District in which the above requested use is only allowed with the granting of a Special Permit. Therefore, a hearing before the Town of Westford Zoning Board of Appeals is requested at its next meeting.

The reasons for the above request are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEE: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE AT WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PETITIONER (if other than owner): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE AT WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF PETITIONER: \_\_\_\_\_



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**Special Permit (Section 6) Finding**

Date: \_\_\_\_\_

Pursuant to the provisions of MGL Ch. 40A Sec. 6, the undersigned hereby petitions your Board for a Special Permit that the reconstruction, extension, structural change or change in use of the pre-existing nonconforming lot located at: \_\_\_\_\_

shall not be substantially more detrimental to the neighborhood than the existing nonconforming lot.

Said change in the lot shall consist of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should the Board conclude that said alteration/addition will intensify or add to the existing nonconformance, the undersigned hereby requests a Finding that said alteration/addition will not be substantially more detrimental to the neighborhood than the existing nonconforming lot

A hearing, therefore, is requested at your next Board meeting.

FEE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE AT WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PETITIONER (if other than owner): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE AT WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF PETITIONER: \_\_\_\_\_



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**Variance**

Date: \_\_\_\_\_

Pursuant to the provisions of Section 9.2.2 of the Zoning Bylaw, the undersigned hereby petitions your Board for a Variance from the terms of Section \_\_\_\_\_ which will allow the construction or addition to the dwelling or building located at: \_\_\_\_\_

The proposed construction will include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the opinion of the petitioner that unless relief is granted by your Board, substantial hardship, as defined in Section 9.2.2-(2) will result. A hearing is therefore requested at your next Board Meeting.

FEE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

Is your project subject to review by other Westford Boards/Committees?

If yes, please identify \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Petitioner (If other than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone at Work: \_\_\_\_\_ Home: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_



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**Administrative Appeal**

Date: \_\_\_\_\_

Pursuant to the provisions of Section 9.2.2 (3) of the Zoning Bylaw, the undersigned hereby makes application for an Administrative Appeal for the premises located at \_\_\_\_\_  
in the respect they have been aggrieved by reason of their inability to obtain a permit or enforcement action from any administrative officer under the provisions of MGL Ch. 40A sections 7, 8 and 15.

Said premises are located within a \_\_\_\_\_ District.

The reasons for the above request are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Therefore, a hearing before your Board is requested at your next meeting.

FEE: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE AT WORK: \_\_\_\_\_ HOME \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PETITIONER (if other than owner): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE AT WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF PETITIONER: \_\_\_\_\_





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**3<sup>rd</sup> Party Billing Form**

Date: \_\_\_\_\_

To: Beacon Community Newspapers  
Legal Notice Department

I hereby authorize the Beacon Community Newspapers to bill me directly for the legal notice to be published in the \_\_\_\_\_ on \_\_\_\_\_.  
This legal notice pertains to a \_\_\_\_\_.

\_\_\_\_\_  
Signed: Applicant/Authorized Agent

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_